TERMS OF REFERENCE FOR

Internship – Communications/Social Media

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**General Information**

**POST TITLE:** Intern – Communications/Digital Asset Management

**SECTOR**: Communications

**DUTY STATION: UNFPA Regional Office for Eastern Europe and Central Asia, Istanbul, Turkey (**[**http://eeca.unfpa.org/**](http://eeca.unfpa.org/)**)**

**DURATION:** 6 months, starting as soon as possible

**HOW TO APPLY:** Please send your cover letter and resume to [vacancies.eecaro@unfpa.org](mailto:vacancies.eecaro@unfpa.org" \t "_blank) before 30 September 2019 with the subject line ‘Intern – Communications/Digital Asset Management’.

# A. Supervision

The intern reports to the **Regional Communications Adviser** at the UNFPA Regional Office for Eastern Europe and Central Asia (EECARO)

**B. Duties and Responsibilities**

The intern will assist the EECARO communications team through the scope of work as described below:

* Maintain existing digital asset management system for long-term use of photography and video.
* Work with UNFPA country offices, UN agencies and other partners to procure high-quality photography, videos, and stories for campaign use. Appropriately archive these materials into databases for future use.
* Review current photography and video assets, select highest quality pieces and archive appropriately for easy access. Work to develop a network of photographers in the region.
* Regularly write social media posts for EECA pages to contribute to campaigns.
* Generate ideas for stories and campaigns for social media based on photography collected.
* Assist in ensuring that the UNFPA website and social media are regularly updated with timely and relevant information. This includes helping adapt and repackage reports, news stories and other content for social media use.
* Maintain communications and advocacy materials for department.

General tasks

* Strong focus on photography/video asset organization and procurement.
* Support UNFPA to prepare materials and content for social media campaigns, launches, conferences and media outreach.
* Support and collaborate with Technical, Programme and Operations Teams.
* Provide other support and assistance as required.

**C. Qualifications and Experience**:

* Currently enrolled in or having completed a Bachelor’s or equivalent degree in Communications, Journalism, Photography, or other related fields;
* Spoken proficiency as well as excellent writing skills in English are mandatory;
* Demonstrable experience in social media communications and short-form writing, ability to write clearly and concisely;
* Strong communication, listening and organizational skills;
* Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds; ability to work under pressure;
* Willingness to perform a variety of administrative tasks;
* Prior experience in the social development sector, including non-government organizations, government development agencies, and UN agencies (at global, regional or national level), either via assignments or other internships, is an asset;
* Basic photography skills, as well as an interest in photography, is an asset.

### **D. Competencies**

* Values: Integrity, commitment, embracing diversity, embracing change
* Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact
* Required Skillset: Providing logistical support, Managing data, Managing documents, correspondence and reports, Managing information and work flow, Planning, Organizing and multitasking; Generating managing and promoting the use of knowledge and information.

**E. Financial Aspects**Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

**F. Status of Intern:**

Interns are not staff members of UNFPA. The intern does not enjoy the privileges and immunities accorded to the United Nations and its officials.

**Interns shall:**

* Not represent UNFPA in any official capacity;
* Provide the substantive unit with a copy of all materials prepared by them during the internship. UNFPA shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNFPA, the concerned intern shall assist in securing such property rights and transferring them to UNFPA in compliance with the requirements of the applicable law;
* Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding the services performed under the internship from any Government or from any authority external to the United Nations;
* Interns may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with UNFPA that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNFPA;
* Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and will not engage in any activity which is incompatible with the aims and objectives of the United Nations.
* No remuneration or financial support from UNFPA:

**Liability and third-party claims:**

* UNFPA is not responsible for any illness, injury, accident or death incurred during or in connection with the internship, or any costs associated with such events.
* UNFPA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the intern during the internship.

**Passports, visas, travel during the internship:**

* The intern is responsible for obtaining a passport and all necessary visas. UNFPA will only issue a letter stating acceptance of an individual as an intern and the conditions governing the internship.
* The intern may not undertake travel on UNFPA official business during the internship period.

**Employment Prospects:**

* The UNFPA internship is not connected with employment and does not give rise to any expectancy of future employment.
* Inters with UNFPA shall not be eligible for recruitment as a staff member within a 3 month period following the conclusion of their internship.

**Attendance:**

* The internship is normally performed on a full-time basis; the intern is expected to work during normal working hours[[1]](#footnote-1).
* The intern shall provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling his/her obligations.

1. Note: flexible working hours can be requested to attend classes and complete educational assignments during the Internship. [↑](#footnote-ref-1)